

**BY ORDER OF THE COMMANDER
FAIRCHILD AIR FORCE BASE**

**FAIRCHILD AIR FORCE BASE
INSTRUCTION 24-302**



18 SEPTEMBER 2015

Vehicle Management

***VEHICLE AND EQUIPMENT ACCIDENTS,
ABUSES, AND INCIDENTS***

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Major Lance A. Vann)

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This instruction implements local policies and procedures from the mandates of the Air Force Joint Manual (AFJMAN) 24-306 and its Interim Change 2000-1, *Manual for the Wheeled Vehicle Operator*, and Air Force Instruction (AFI) 24-302, *Vehicle Management*, 26 June 2012 and AFGM1 28 Feb 2013 Change 2, 1 June 2009. It outlines definitions, policy, and procedures for an effective vehicle accident and abuse program with emphasis on visibility placed at the unit level, under the direct control of the unit commander. This instruction is applicable to all persons operating government-owned or leased vehicles (GOV) assigned to Fairchild Air Force Base, the Washington Air National Guard or their geographically separated units. This instruction requires collecting and maintaining information protected by the Privacy Act of 1974 authorized by Title 10, United States Code, Section 8013. System of records notice F031 AF SP L, *Traffic Accident and Violation Reports*, applies. Ensure all records created by this instruction containing For Official Use Only (FOUO) information, including privacy records, are marked in accordance with (IAW) Department of Defense (DOD) 5200.1-R, Appendix 3, *Information Security Program*. Disclosure of the information by a Federal employee is mandatory as the first step in the Government's investigation of a motor vehicle accident. The principal purpose for using the information is to provide necessary data for legal counsel in legal actions resulting from the accident and to provide accident information/statistics in analyzing accident causes and developing methods of reducing regulatory investigations or prosecutions. An employee of a Federal agency who fails to report accurately a motor vehicle accident involving a Federal vehicle or who refuses to cooperate in the investigation of accident may be subject to administrative sanctions. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at

<https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) USING THE AFIMT 847, *Recommendation for Change of Publication*; route AF IMT 847s from the field through the appropriate functional chain of command. This publication may be supplemented at any level, but all supplements must be routed to the OPR of this publication for coordination prior to certification and approval.

Vehicle abuse is considered damage caused by willful or negligent acts of improper operation or care. Vehicle accident is essentially a result of a collision. Vehicle Incidents are classified as damage caused by acts of nature, natural disasters, mechanical failures or other phenomenon that in no way could have been avoided by safe operation or adequate vehicle care during non-use.

Note: Wind damage to vehicle doors is not an act of nature. Using organizations will fund the costs associated with government-owned rental/lease vehicle abuse and/or accident damage.

1. POLICY FOR GENERAL SERVICES ADMINISTRATION (GSA) VEHICLES.

1.1. When a GSA vehicle is involved in an accident, the operator will summon law enforcement to the scene of the accident. The operator fills out DD form 518, sections 1-10 (section 7 will be filled out by responding law enforcement personnel) on the SF 91; *Motor Vehicle Accident Report* at the scene of the accident to ensure all information is obtained. The operator or operator's organization will bring the involved vehicle/equipment and completed SF 91 to the 92/141 LRS/LGRV immediately after the authorities release the vehicle from the accident scene, or start of next duty day if accident occurs outside normal duty hours. If the vehicle is not operational, the operator or operator's organization request recovery service from Vehicle Operations. See Attachment 2 for applicable OPR addresses.

1.2. The operator or operator's organization will promptly notify the GSA hotline at 1-800-325-2958 for procurement of repairs. For GSA vehicles involved in an accident and are not safe to drive or immobile, the operator or operator's organization will call GSA and 92 LRS/LGRV at 247-5269.

1.3. 92/141 LRS/LGRV will take pictures, retain a copy of the SF 91, the DD 518 and forward notifications IAW paragraph 3.1.

Note: 92/141 LRS/LGRV will hold vehicles after organization obtains three repair estimates from GSA approved vendors, the investigation is complete, the vehicle is released for repairs, and the unit has rendered reimbursement for the repairs

1.4. IAW AFMAN 23-220, *Reports of Survey for Air Force Property*, units will complete the preliminary investigation and make recommendations within 15 days of the discovery of property loss or damage. ROS program manager will maintain records of all investigating officer's recommendations regardless if ROS is processed or not. See examples at [Attachment 3](#) and [Attachment 4](#)

1.5. The using organization will reimburse 92/141 LRS/LGRV for all repair costs associated with GSA vehicle accidents, abuses, and incident repairs regardless of fault.

2. POLICY FOR GOV (AIR FORCE REGISTERED):

2.1. When a GOV is involved in an accident, the operator will summon law enforcement to the scene of the accident. The operator fills out DD Form 518 and sections 1-10 (section 7 will be filled in by responding law enforcement personnel) on the SF 91, Motor Vehicle Accident Report at the scene of the accident. The operator or operator's organization will bring the involved vehicle/equipment and the completed SF 91 to the 92/141 LRS/LGRV immediately after the authorities release the vehicle from the accident scene, or start of next duty day if accident occurs outside normal duty hours. If the vehicle is not operational, the operator or operator's organization request recovery service from Vehicle Operations.

2.2. The using organization will be financially responsible to the respective owning unit, 92/141 LRS/LGRV, for the cost of all GOV accident and abuse repairs to include parts, materials and any other associated costs IAW AFMAN 23-220, paragraph 18.4.3.6. Operation and Maintenance (O&M) funds may be withdrawn from the responsible unit and transferred to the repairing unit.

2.3. Suspected abuse cases will be determined by 92/141 LRS/LGRV. Examples of GOV abuses are detailed in [Attachment 5](#).

2.4. 92/141 LRS/LGRV will take pictures, retain a copy of the SF 91 and forward notifications IAW paragraph 3.1.

Note: IAW AFMAN 23-220, *Reports of Survey for Air Force Property*, within 15 days of the discovery of property loss or damage, units will complete the preliminary investigation and make recommendations to the using organization commander if a ROS is appropriate. ROS program manager will maintain records of all investigating officer's recommendations regardless if ROS is processed or not.

2.5. IAW AFMAN 23-220, Chapter 7, *Investigating Officer- Responsibilities and Duties*, the commander to whom the lost, damaged, or destroyed property was issued normally will appoint an official who will determine the facts in the case and make findings and recommendations as to assessing or not assessing pecuniary liability against an individual.

2.6. Prior to beginning any accident repairs, Vehicle Management and Analysis section must receive the investigation finding letter from the Wing ROS monitor.

2.7. Reimbursements will be coordinated between Resource Advisors (RA) from owing/using organization and 92/141 LRS.

2.8. Reimbursement of repair obligations will be made regardless of individual pecuniary liability as determined by a report of survey.

2.9. The using organization will investigate all damage not attributable to fair wear and tear IAW AFMAN 23-220.

3. PROCEDURES FOR GOV (AIR FORCE REGISTERED):

3.1. The 92/141 LRS/CC will issue an accident/abuse notification memo, see Attachment 6, and an accident/abuse financial liability memo, see Attachment 7, to the squadron commander, the Vehicle Control Officer/Vehicle Control Non-commissioned Officer (VCO/VCNCO) and RA of the using organization along with a digital photograph of the vehicle damage and a copy of the SF 91.

3.2. The 92/141 LRS Vehicle Management Flight will:

3.2.1. Identify vehicle damage caused by accident, abuse, or incident. Notify using organization's VCO/VNCO of suspected damage.

3.2.2. Repair the vehicle upon receipt of the investigation finding letter from the Wing ROS monitor.

3.2.3. Maintain accident/abuse case files to track quantity and repair cost data.

3.2.4. Provide an AF Form 20, *Repair Cost and Reparable Value Statement*, when requested by the owning/using organization.

3.3. Using organizations will:

3.3.1. When a GOV accident occurs at Fairchild AFB, the GOV operator will immediately call the 92d Security Forces Squadron (92 SFS) to report the accident. If the accident occurs outside Fairchild Air Force Base, contact the applicable local law enforcement agency.

3.3.2. Report the GOV accident to 92/141 LRS/LGRV immediately. If needed, request Vehicle Management assistance.

3.3.3. Obtain and forward a copy of the law enforcement accident report to 92/141 LRS/LGRV as soon as possible.

3.3.4. Complete the SF 91 and turn in a copy to 92/141 LRS/LGRV when the vehicle is turned into Vehicle Management.

3.3.5. In appropriate circumstances and IAW AFMAN 23-220, initiate a report of survey to determine individual responsibility.

3.4. Repair financial obligations will be transferred from the using/owning organization to 92/141 LRS/LGRV by 92/141 CPTS/FMA after receiving a OF 1017-G or SF 1081 from the 92/141 LRS resource advisor.

4. TDY PERSONNEL

4.1. Before 92/141 LRS/LGRD releases any U-Drive-Its (UDIs) to temporary duty (TDY) personnel, the requesting individual(s) or unit(s) will provide 92/141 LRS/LGRD with a copy of TDY orders and the pertinent home station points of contact using the format in [Attachment 8](#).

4.2. If a using organization allows the use of their vehicle to TDY personnel they are responsible to ensure that they have a copy of TDY orders and the pertinent home station points of contact.

CHARLES B. MCDANIEL, Colonel, USAF
Commander, 92d Air Refueling Wing

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 24-302, *Vehicle Management*

AFJMAN 24-306, *Manual for the Wheeled Vehicle Driver*

AFMAN 23-220, *Reports of Survey for Air Force Property*

AFMAN 33-363, *Management of Records*

DOD 5200.1R, *Information Security Program*

Title 10, *United States Code, Section 8013*

Abbreviations and Acronyms

AFI—Air Force Instruction

AFJMAN—Air Force Joint Manual

AFMAN—Air Force Manual

CPTS/FMA—Comptroller Squadron Financial Management Analysis

CPTS/FM—Comptroller Squadron Financial Management

DOD—Department of Defense

FOUO—For Official Use Only

GOV—Government-owned or leased Vehicle

GSA—General Services Administration

IAW—In Accordance With

LRS/CC—Logistics Readiness Squadron Commander

LRS/LGRV—Logistics Readiness Squadron Vehicle Management

LRS/LGRO—Logistics Readiness Squadron Vehicle Operations

MSG/CC—Mission Support Group Commander

OF—Optional Form

O&M—Operations and Maintenance

OPR—Office of Primary Responsibility

RA—Resource Advisor

RDS—Records Disposition Schedule

SFS—Security Forces Squadron

SF—Standard Form

TDY—Temporary Duty

VCNCO—Vehicle Control Noncommissioned Officer

VCO—Vehicle Control Officer

Terms

Owning Organization— the organization that is authorized and assigned the vehicle.

Using Organization— the organization that was using the vehicle at the time of the accident/abuse/incident.

Vehicle Abuse— an act of neglect or oversight that caused or may cause damage to a vehicle and cannot be attributed to fair wear and tear, accident or incident. Failure to perform proper operator maintenance or turn in vehicle in a timely manner for scheduled or unscheduled maintenance will justify abuse actions.

Vehicle Accident— any situation where a vehicle was damaged by another vehicle, object, structure, or animal where action by any participative vehicle operator could have prevented the outcome, but no intent or neglect was indicated.

Vehicle Accident Report— A written report completed by law enforcement detailing a vehicle accident and typically assessing responsibility for the accident or the operator's inscribed Standard Form (SF) 91, *Motor Vehicle Accident Report*. AFJMAN 24-306 and state law require that law enforcement be summoned to a vehicle accident.

Vehicle Fair Wear and Tear— the normally expected deterioration of a vehicle or equipment based on its age, usage, and life expectancy.

Vehicle Incident— Any situation where a vehicle sustains damage where the actions of any participative vehicle operator could not have foreseen or prevented the outcome (i.e., act of nature).

Attachment 2

APPLICABLE OPR ADDRESSES

92 CPTS/FM
Financial Management
200 Bong St. Ste 118
Fairchild AFB, WA 99011

92 LRS/CC
Logistics Readiness Squadron Commander
400 South Gate 35 Rd, Rm 202
Fairchild AFB, WA 99011

92 LRS/LGRV
Logistics Readiness Squadron Vehicle Management
103 S. Foulis Ave.
Fairchild AFB, WA 99011

141 CPTS/FM
Financial Management
5 W Bong St. RM 135
Fairchild AFB, WA 99011

141 LRS/CC
Logistics Readiness Squadron Commander
400 South Gate 35 Rd, Rm 204
Fairchild AFB, WA 99011

141 LRS/LGRV
Logistics Readiness Squadron Vehicle Management
103 S. Foulis Ave.
Fairchild AFB, WA 99011

Attachment 3**EXAMPLE REQUEST PRELIMINARY INVESTIGATION FOR DAMAGE TO
REG#/TYPE OF VEHICLE MEMORANDUM**

MEMORANDUM FOR 92/141 SQ/CC

FROM: 92/141 SQ/UNIT

SUBJECT: Request for Preliminary Investigation for Damage to REG#/TYPE OF VEHICLE

1. Request a preliminary investigation to be initiated for a vehicle accident that involves damage to the below vehicle:

Accident Case No.:	Year:	Make:	Model:	Reg No.:	VIN No.:
(From LRS/LGRV)					

2. The circumstances of the damage were:

FIRST MI. LAST NAME, RANK, USAF
VCO/VCNCO, FLIGHT NAME

Attachment 4

EXAMPLE APPOINTMENT TO INVESTIGATE A GOV VEHICLE ACCIDENT
MEMORANDUM

MEMORANDUM FOR (individual being appointed)

FROM: SQ/CC

SUBJECT: Appointment to Investigate a GOV Vehicle Accident

1. Under the provisions of AFMAN 23-220, Chap 7 and 18, you are hereby appointed to conduct a preliminary inquiry into vehicle accident case number XXXXX, Reg. No. XXXXXXXXXX to determine whether there is sufficient evidence to initiate a report of survey. The standard of "gross negligence" must be met to find an AF member financially liable when a GOV is involved. You must complete training with the wing ROSPM, TSgt XXXX at 247-3797, and complete the preliminary investigation prior to DAY, MONTH (15 calendar days from loss date).
2. Purpose of this inquiry is to:
 - a. Review and evaluate the adequacy of existing procedures.
 - b. Determine compliance with existing procedures and directives.
 - c. Determine the individual responsibility and type of responsibility.
 - d. Present facts indicating whether or not negligence or abuse was involved.
 - e. Determine the proximate cause of the loss, damage, or destruction.
 - f. Recommend corrective action to minimize or preclude recurrence.
 - g. Establish when it was first determined that the vehicle was damaged.
3. According to AFMAN 23-220 conducting this investigation is your primary duty until it is completed. Contact 92/141 LRS/LGRV for further information regarding the vehicle accident case. You have a 30-day suspense from the date of your training to complete this report and route through the wing ROSPM to the 92/141 MSG/CC. If this case involves unusual circumstances that require additional time, then prepare an *Extension Request* letter for signature. Address the letter to the approving authority (92/141 MSG/CC); include the number of additional days needed and an explanation as to why the report could not be completed on time. The signed extension request must be received by the wing ROSPM prior to the expiration of the 30-day suspense.
4. Once you've compiled the report contact the squadron ROS monitor, (Rank, Name) at ext. 7-_____. Together, you will ensure the report is complete and accurate prior to forwarding to the wing ROS Program Manager.

NAME, RANK, USAF
Commander, _____

Attachment 5**EXAMPLES OF VEHICLE/EQUIPMENT ABUSE**

Note: The examples below are not an all-inclusive list of vehicle abuses.

A5.1. Examples of vehicle/equipment abuse:

- A5.1.1. Tampering with governors or distributors.
- A5.1.2. Operating vehicle/equipment with insufficient oils or coolants because of failure to check levels according to established requirements or failure to monitor dash instrumentation.
- A5.1.3. Operating a vehicle with applied/dragging parking brakes.
- A5.1.4. Improper distribution or failure to secure loads properly in cargo areas of vehicle/equipment or not following established loading/unloading procedures.
- A5.1.5. Using a vehicle/equipment for other than the intended or designed purpose (e.g., 6K F/L used to transport a 10,000-pound pallet, bobtail tow-tractor used to transport passengers).
- A5.1.6. Failure to clean/maintain a vehicle's interior/exterior to meet corrosion control and appearance requirements.
- A5.1.7. Unauthorized wiring, marking, modification, or adding special equipment in or on vehicle/equipment.
- A5.1.8. Vehicle/equipment being operated by an unqualified/untrained operator.
- A5.1.9. Tire wears beyond re-capable limits (e.g., cord exposed).
- A5.1.10. Intentional destruction/disfigurement of vehicle/equipment interior/exterior.
- A5.1.11. Operation of a vehicle/equipment in conflict with published Department of Defense, Occupational Safety and Health Administration, Air Force Occupational Safety and Health, Air Force regulations/instructions/manuals/technical orders, or Washington law concerning vehicle safety.
- A5.1.12. Damage resulting from improperly installed or broken tire chains.
- A5.1.13. Failure to clean interior and exterior of vehicle/equipment to meet appearance standards.
- A5.1.14. Corrosion or oxidation caused by insufficient waxing or operator care.
- A5.1.15. Servicing the vehicle/equipment with improper fuel or oil.
- A5.1.16. Operating a vehicle/equipment with improperly inflated tires.
- A5.1.17. Failure to turn in vehicle for scheduled maintenance before an overdue condition exists. Pre-approved rescheduling due to mission is exempt.
- A5.1.18. Damage resulting from the operator or passenger failing to securely hold doors while opening or closing them in windy conditions.

A5.1.19. Failing to come to a complete stop before changing direction or placing the vehicle/equipment transmission gear selector in park.

A5.1.20. Failure to report malfunctions, defects in, or damage to a vehicle to Vehicle Maintenance within 24 hours of discovery. A pre-approved delay of this action to satisfy immediate mission needs can be authorized.

Attachment 6

SAMPLE ACCIDENT/ABUSE NOTIFICATION MEMORANDUM

(DATE)

MEMORANDUM FOR (Insert Using Org's CC Office Symbol)

FROM: 92/141 LRS/CC

SUBJECT: Estimate Memo for Vehicle Accident, Case No: XX-XXX

1. Vehicle (*insert registration number*) was turned into Vehicle Maintenance on (*Date*) with accident damage to the hydraulic hose pulley. The estimated cost of repairs, including parts and labor, totals \$XXX.XX. Pictures of the damage are attached.
2. Attachment 1 sample vehicle IO appointment letter, will officially appoint investigating officer by squadron commander.
3. Attachment 2 vehicle release for repairs letter, is required to be completed and sent to 92 ARW ROS monitor, who in turn will forward to 92/141 LRS/LGRV. Once letter has been received by 92/141 LRS/LGRV, vehicle repairs will commence.
4. If you have any questions or need information, please contact Vehicle Management & Analysis at 247-5247/7766.

LRS Commander, USAF/WA ANG

Commander

1st Ind., (*Insert Using Org's Office Symbol*)

MEMORANDUM FOR 92/141 LRS/LGRV

1. I request vehicle (registration number) be released for repairs.
2. The unit accepts pecuniary responsibility for the estimated \$XXX.XX in damages
3. Line of accounting.

SIGNATURE BLOCK
Using RA BLOCK

SIGNATURE
Using Organization

Attachment 7

SAMPLE ACCIDENT/ABUSE FINANCIAL LIABILITY MEMORANDUM

(DATE)

MEMORANDUM FOR (*Insert Using Org's CC Office Symbol*)

FROM: 92/141 LRS/CC

SUBJECT: Actual Cost for Vehicle (*Accident/Abuse*), Case No: *XX-XXX*

1. Repairs for (registration number) with damage to the hydraulic hose pulley have been completed. This vehicle was repaired on 27 Sep 2008. The actual cost to repair vehicle was \$XXX.XX. This amount will be transferred from your organization to 92 LRS/LGRV.
2. In accordance with AFI 24-302 paragraph 1.20. 1, all Vehicle Management O&M funds expended for vehicle accident and abuse repair costs, including contract cost, will be reimbursed to Vehicle Management by the owing organization, or the organization responsible for the damage if not the owner.

LRS Commander, USAF/WA ANG

Commander

Attachment 8**SAMPLE FORMAT FOR POINT OF CONTACT INFORMATION**

- 1. Home base and unit:** _____
- 2. Name and phone # of unit commander:** _____
- 3. Name of driver requesting UDI vehicle:** _____
- 4. Funds account information from TDY orders:** _____
- 5. Home station Resource Advisor name/phone:** _____
(Possible accident/abuse repairs reimbursement)